

# The Village of East Troy's Plowing and Salting Guidelines

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## SECTION I- INTRODUCTION

Due to its geographic location, East Troy is subject to freezing rain, ice and snow anytime during the fall, winter and spring months. Normally, winter storms may be expected during the months of November through April. The responsibility for keeping vehicular and pedestrian traffic moving safely on Village streets during and following snow and ice storms lies with the Department of Public Works (DPW).

The purpose of the Snow & Ice Control Plan is to set forth the policies, procedures, and standards of performance that the DPW will observe in meeting its responsibilities. Additionally, the Plan is intended as a communication tool to better inform the general public, elected officials and Village staff about the objectives, procedures and desired outcomes of snow and ice control efforts.

It should be emphasized that every storm event is different and, therefore, a degree of flexibility and discretion is necessary in order for the DPW to effectively respond to the uniqueness of each storm event. The Snow & Ice Control Guidelines is recognized to be a general guide rather than a set of rigid rules, which will be subject to periodic review and revision, as may be necessary to ensure that these Guidelines are effective.

## SECTION II-OPERATIONS OVERVIEW

The Village's snow removal operations model is based on 4 zoned routes which in turn are organized through some contracted efforts during a snow event. The Village's routes are divided up based on priority, total mileage, and travel time associated with these routes.

As a general "rule of thumb", snow removal operations will begin upon an accumulation of more than two (2) inches of snow. Snowfall accumulations of two inches or less are generally handled (depending on weather conditions) by using salt material to address Priority I and II roads. **The Village will not respond to unverified emergency requests direct from the public. The requests must come from the appropriate emergency agency (i.e. Police, Fire, EMS or Administration).**

Snow removal operations may be suspended by the Director of Public Works due to unsafe plowing conditions such as limited (zero) visibility and/or intensified storm activity.

## **SECTION III-RESPONSIBILITIES, SERVICE LEVELS, AND PERFORMANCE**

### **A. DEPARTMENTAL RESPONSIBILITIES**

Primary responsibility for managing snow and ice control operations rests on the Director of Public Works, who shall have full authority to order personnel and equipment into service. The Director, or designee, shall also have full authority to suspend or modify operations whenever storm conditions warrant such adjustments.

Although the Village's employees in DPW have primary responsibility for snow plowing and ice control under the direction of the Director of Public Works, the Department relies on the involvement of other Village departments and resources in order to ensure a timely and effective response to storm events. The specific responsibilities of the other departments and resources are as follows:

- **Police Department**

The Police Department provides two critical support functions in the snow removal plan. During plowing operation, the Department is responsible to enforce the provisions of the Village's "Calendar Parking" ordinance in order to ensure unobstructed street access for snow plow vehicles/equipment. Equally important is the Police Department's responsibility to monitor storm and road conditions during "off-hours", providing the first notice of hazardous conditions to the Public Works Department. Refer to (Appendix A) for further detail on the instructions and time frames for the Police Dept to make the necessary calls.

- **DPW Maintenance**

The Village of East Troy currently does not have a Maintenance Division, if there is a need to repair equipment during a snow event the choices for equipment repair are as follows. The choice for one of these options needs to be decided by the DPW Director or designee.

1. Move to a redundant piece of equipment and call for repairs on the original piece of equipment.
2. Try and repair the piece of equipment yourself without pulling someone else out of their plowing routes. (2 hour max repair before calling in repairs)

### **B. LEVEL OF SERVICE & DETERMINATION OF NEED**

Balancing service levels with vehicular volume and street classifications offers an effective operations model to help ensure that maximum benefit is realized from manpower and financial resources. Each snow route will have an equal balance of priority streets down to non priority streets. The Village staff will respond to those areas that have been determined to be of highest priority. Following is a list of priority areas. It should be noted that in some cases it may be necessary to clear an area of lower priority in order to access one of higher

priority. Additionally, it may be necessary to suspend activities in high priority areas due to an emergency condition in another area.

**PRIORITY I:** – These streets, which generally carry heavier traffic in and out of the community, are assigned to the highest priority classification. In addition to the Priority I class includes streets that key community locations such as: schools, municipal complexes, Village Square, etc.

**PRIORITY II:** – This classification includes all Priority I and main collector roads. Main collector roads are roads intersecting with main roads or State or County Trunk Highways. These are generally internal roads within subdivisions and are used to connect low use roads within the Village street system.

**PRIORITY III:** – This classification includes all roads that are not included in Priority I and Priority II roads. These roads are low use roads, roads that have low traffic, dead end roads, and cul-de-sacs.

Cul-du-sacs, dead-end streets, and alleys are assigned the lowest priority of snow removal operations. In fact, cul-du-sacs and dead-end streets are so time consuming that they are placed last on drivers' routes. They will generally not be plowed until all Priority I, and II, streets have been cleared.

**PRIORITY IV: Airport-**This classification includes the entire area out at the airport. The airport will have the snow removed once all the other Priority Streets have been cleared. If the conditions are bad enough to where the DPW staff is exhausted and may be beyond a safety hazard having the staff continue. The DPW Director may send the staff home for a minimum of 8 hours rest. This action may delay removing the snow from the airport for several more hours.

#### **REMAINING AREAS:**

- **Sidewalks**

The Village of East Troy, will utilize a contract service to remove all snow from Village owned sidewalks. The contractor will be called into the snow event one-two hours before the remaining crew comes in during the snow fall event. The sidewalks that reside inside of the Village Square will be maintained by DPW when time allows, in other words the snow may remain on the sidewalk beyond the 24 hr ordinance. Once the snow accumulates to a point that we cannot clear the sidewalks anymore the DPW will no longer clear the sidewalks.

- **Parking Lots**

The Village owned parking lots will be plowed out after all the Priority Streets have been cleared with the exception of the Police Dept will have a two lane path maintained during a snow event.

### **C. DESIRED OUTCOME**

The immediate objective of snow and ice control operations is to maintain reasonably safe driving conditions during and following storm events.

**This does not, however, mean that bare pavement should be expected by motorists, nor does this mean that streets will be free of all snow and ice.** Motorists and pedestrians are expected to take necessary precautions and to observe safe winter driving habits.

All streets in Priority I through Priority II shall have two (2) lanes of traffic open at all possible times. The only time DPW will plow curb to curb is when we know the storm has diminished. If the intensity of the storm is too great, the plows will try to keep at least one (1) lane passable until such time as the streets can be widened. Crews will maintain this operation as necessary to allow the majority of the traffic to reach their destination before initiating general snow removal operations.

**Residents and business owners need to understand that curb to curb cleaning of the streets will not take place until the snow event has diminished.**

The Village's overall goal is to clear all roadways of accumulated snow within (8) hours following the cessation of a storm event. Storm events of greater intensity will require a longer period of time for desired results to be achieved.

## **SECTION IV- STORM CLASSIFICATIONS & OPERATIONS RESPONSE**

Receiving and analyzing weather information is perhaps the most critical pre-operations aspect of a successful snow and ice control program. Making the decision to initiate action at the right time- before the storm has blocked most courses of action- is vital to the success of the overall operation. At the present time, the DPW depends upon U.S. Weather Bureau forecasts, radio, and television forecasts, which although reasonably accurate, do not allow access to around the clock, early warning weather forecasts.

Based on forecast information from the National Weather Service and various weather forecasting services, an impending storm will be classified as one of the following four storm types and snow response activities will be initiated accordingly.

### **Class A Storm**

A Class "A" Storm is projected to have a limited effect on driving conditions. Storm response to this type of storm will generally be limited to application of salt to hills, curves, inclined areas, school zones, and high traffic areas. Generally little or no plowing of snow will be required. A Class "A" Storm will

always have the potential to be upgraded to a more serious alert. During a Class “A” Event, the department will maintain Priority I, and II roads (typical storm event: light snow, less than 1.0 inch). Under a Class A storm a plow truck with a spreader is dispatched to work. After normal working hours and weekends only one or two drivers will be called to work depending upon conditions. The DPW Designee will always be the first driver called. He has authority to call one other employee to assist him if he feels he needs assistance. If more assistance is needed other than the one additional person he must call the Director of Public Works or his designee for approval. It then will be their decision whether to up-grade to a Class B storm or continue with a Class A alert.

### **Class B Storm**

A Class B Storm is projected to cause minor trouble to motoring public. Initial methods used to fight this type of storm will be to apply salt to hills, curves, inclined areas, school zones, and high traffic areas. However, the application of these materials is intended more as a preventative method of stopping bonding of ice and snow to pavement than a means of melting the accumulated snow and ice as in a Class A Storm. Generally, more plowing will be required in conjunction with salting. During a Class B Storm, the department will maintain Priority I and II roads in passable condition (typical storm event: 1-2 inches of snow). If more than two people need to come in, the decision will rely on the Director of Public Works.

### **Class C Storm**

A Class C Storm is projected to cause significant trouble to the motoring public. As in a Class B Storm, salt will be applied as a prevention of snow bonding to the pavement as deemed necessary. Plowing will begin as soon as two (2) inches of snow has accumulated. All snow plow drivers and equipment will be deployed to keep roads open to traffic. Particular emphasis will be placed on keeping roads on the priority road system open to traffic at all times (Priority I and II roads). Crews will then plow out entire Village when deemed necessary (typical storm event: 2-6 inches of snow). It is the intent of the department to have this initial plowing operation completed within 8 hours of the end of the storm.

### **Class D Storm**

A Class D Storm is projected to cause major trouble to the motoring public. As in a Class C Storm, salt and or sand (depending on temperature conditions) will be applied as a prevention of snow bonding and additional traction during the storm event. As soon as two (2) inches of snow has accumulated, all snow plow drivers and equipment will be deployed to keep roads open to traffic. Particular emphasis will be placed on keeping roads on the priority street system open to traffic at all times (Priority I and II roads). Crews will then plow out entire Village when deemed necessary.

### **ZONE 1 STREET LIST PRIORITY 1 TO PRIORITY 3**

- 1) Village Square
- 2) Austin Street
- 3) Union Street
- 4) Beulah Street
- 5) Graydon Avenue
- 6) Townline Road
- 7) Troyjens Subdivision
- 8) Lenck Avenue
- 9) Clayton Avenue
- 10) Bellview Avenue
- 11) Chafin Avenue
- 12) Tiff 3 Industrial Park
- 13) Remaining Cul-du-sacs
- 14) Library
- 15) Airport

### **ZONE 2 STREET LIST PRIORITY 1 TO PRIORITY 3**

- 1) Village Square
- 2) Division Street
- 3) Church Street from Union Street to Edwards
- 4) Thomas Drive
- 5) School Street
- 6) Center Street
- 7) Elm Street
- 8) Fremont Street
- 9) Young Street through Energy Drive
- 10) Village Hall one pass
- 11) Tiff 3 Industrial Park
- 12) Mitten Ct.
- 13) Remaining Cul-du-sacs in Zone 2
- 14) Village Hall Final clean up
- 15) Airport



### **ZONE 3 STREET LIST PRIORITY 1 TO PRIORITY 3**

- 1) Village Square
- 2) Sterling Oaks Subdivision
- 3) Lake Bluff Subdivision
- 4) Lyndale Subdivision
- 5) Byrnes Street
- 6) Tiff 3 Industrial Park
- 7) Remaining Cul-du-sacs
- 8) Airport

### **ZONE 4 STREET LIST PRIORITY 1 TO PRIORITY 3**

- 1) Village Square
- 2) Brookstone Subdivision along with O'Leary Lane
- 3) Buell Drive
- 4) South Street
- 5) West Street
- 6) Clark Street
- 7) Division from Square to North Shore Drive
- 8) North Shore Drive
- 9) Mill Street
- 10) Trent Street
- 11) Hill Crest Drive
- 12) Tiff 3 Industrial Park
- 13) Remaining Cul-du-sacs
- 14) Airport

### **VILLAGE OWNED SIDEWALK ROUTE**

- 1) Village Square
- 2) Village Hall
- 3) Graydon-Library Area
- 4) Chafin Sidewalk
- 5) Playmore Park
- 6) HWY 20
- 7) Village DPW
- 8) School Street

- 9) Thomas Drive
- 10) St. Peters Road
- 11) WWTP

### **PARKING LOTS**

- 1) Village Hall
- 2) Municipal Parking lot on Square
- 3) Library
- 4) DPW Garage
- 5) Treatment Plants (Wells, Booster Station, WWTP, Lift Stations)

### **APPENDIX A**

#### **Salting Guide Lines:**

1. For salting operations - if the officer on duty feels there is an **absolute** need for salting, call from the Seniority List starting from the top. Specify if you feel the need for the entire Village to be salted, or only a specific intersection. The DPW Designee will make the determination if other staff needs to be called in to assist. **(Only call before the hrs of 3 am if the officer feels this constitutes as an emergency, otherwise wait until 3 am for the call in.)**

#### **Examples:**

1. Class A or B Storm
2. Freezing Rain
3. Icy Roads due to climate change
4. Dangerous intersections
5. Any special or unforeseen event that salting may be needed.

#### **Snow Plowing Guide Lines:**

1. If we should have minimum of 2" of snow, call from the Seniority List starting from the top. Typically a Class C or greater Storm, only call in DPW personnel prior to 3am if the officer feels this is an emergency.